



Project Description

Project name	Effective Teams Phase II		
Sponsor(s)	Anne Teresa	Proposed Start:	03/15/02
Date submitted	02/28/02	Proposed Finish:	07/30/02

Please complete the following fields and submit for management sign-off.

Project Information	Please enter your response in this column
1. Project Description: Please provide 3-4 sentences describing the scope of the project.	Now that the pilot teams have an understanding of meeting effectiveness, there is a deeper need for project planning, project management, and status reporting skills. One-on-one support of FSA U Team Leads for a specified time will allow them to practice the Phase I tools while building skills in project planning, project management, and status reporting. In addition, Ryan and Chuck will continue to work with FSA U groups to support the Phase I meeting skill practices. This hands-on coaching is the link between the training and implementation.
2. Project Objectives: List the goals/objectives agreed to by the project team after interviewing key stakeholders.	<ul style="list-style-type: none"> Performance Driven, Results Oriented: Improved facilitation and decision making ensures we have the right people, working on the right things, at the right time. Accountability: Decisions and tasks will be actionable, trackable, and consistent with the team's overall objectives. Efficiency: Processes, templates, and a common language are the foundation for teams achieving results in less time.
3. Team Lead:	Chuck Conrad and Ryan Raffaelli
4. Team Members:	Bill Ryan, Tim Reyonlds, Anita Gross, Jo Ann Borel, Pat Reese
5. Key Stakeholders: List individuals and groups affected by the training, within FSA.	Anne Teresa
6. Potential Obstacles: List any potential issues that may affect the project objectives.	<ul style="list-style-type: none"> Top Management Support: This initiative requires FSA U management be role models and live the example
7. Additional Comments: Please note any additional comments or requests related to this project.	

Management Sign Off (comments):



Project Description

<i>Project Management Checklist:</i>	<i>Expected Date:</i>
Workplan Complete:	03/15/02
Milestones Timeline Complete:	03/15/02
1 st Status Report Submitted:	03/21/02